



October 26, 2020

Steven K. Gustafson
State Trade and Rapid Response Coordinator
Department of Economic Opportunity
107 E Madison St
Caldwell Building, MSC G-229
Tallahassee, FL 32399

Mayor Buddy Dyer
City of Orlando May
400 South Orange Avenue
Orlando, Florida 32801

Mayor Jerry L. Demings
Orange County
201 S. Rosalind Avenue, 5th floor
Orlando, Florida 32801

Re: Notice of Job Actions

This letter is to inform you that, due to the unprecedented and ongoing impact of the novel coronavirus and related governmental actions, Hilton Hotel Employer LLC & Waldorf Hotel Employer LLC ("Company") is taking the job actions described on the attached schedule affecting employees who work at Hilton Orlando Bonnet Creek, 14100 Bonnet Creek Resort Lane, Orlando, FL 32821 & Waldorf Astoria Orlando, 14200 Bonnet Creek Resort Lane, Orlando, FL 32821.

We are taking these actions because of COVID-19 related business circumstances that were not reasonably foreseeable at the time notice would have been required. We did not and could not have foreseen how broadly and deeply the COVID-19 epidemic would spread and affect our business; nor did we foresee that "lockdown" orders, initially issued for short durations in certain specific cities, would spread throughout the country and be constantly and continually extended and/or changed, thus not merely interrupting commerce and travel for a short period, but now disrupting commerce and travel for the foreseeable future. We are notifying you of this decision as soon as it was practicable to do so, taking into account the great difficulties Hilton and our entire industry face

Hilton Orlando Bonnet Creek
14100 Bonnet Creek Resort Lane
Orlando, FL 32821

Waldorf Astoria Orlando
14200 Bonnet Creek Resort Lane
Orlando, FL 32821



in projecting future staffing needs under these unprecedented circumstances. We would have liked to have given you more advance notice of this action, but were unable to do so due to these factors and the rapidly evolving impact of the novel coronavirus epidemic national disaster and national emergency. We are providing this notice as the Worker Adjustment and Retraining Notification Act, and any applicable state law, encourages employers to provide information even when a notice requirement does not exist. To the extent that the Hotel's actions in response to COVID-19 constitute a covered action for purposes of the federal WARN Act, and any applicable state law, this letter is intended to fulfill any notice requirements.

Please let me know if you have any questions, or if I can be of further assistance to you during this time. I can be reached at 407-597-3600.

Sincerely,

A handwritten signature in black ink, appearing to read 'Fred Sawyers'.

Fred Sawyers
Managing Director

Enclosure (Schedule of Job Actions)



SCHEDULE OF JOB ACTIONS

Location Address:

Hilton Orlando Bonnet Creek, 14100 Bonnet Creek Resort Lane, Orlando, FL 32821
Waldorf Astoria Orlando, 14200 Bonnet Creek Resort Lane, Orlando, FL 32821
As of October 26, 2020

Positions Affected by Permanent Termination:

The Company is permanently terminating the employment of approximately 130 employees. The first permanent terminations of employment at this property in response to the COVID-19 pandemic will occur October 29, 2020 effective on October 29, 2020

Additional Information:

The following additional information is available to you upon request (it is maintained on site and is readily accessible): The anticipated schedule for implementing these job actions (if a schedule applies); the job titles of positions to be affected, and the number of affected employees in each job classification; an indication as to whether or not bumping rights exist; the name of each union representing affected employees, if any; and the name and address of the chief elected officer of each union, if any. This information is available broken down by location if multiple locations are involved.

As a follow up to the letter provided on October 26, 2020, below please find the requested additional information.

There are no unions and there are no bumping rights.

The following is a list of positions and number of Team Members impacted in each position.

Position Title	Count
Analyst/Clerk Accounting	1
Aquamarine Cook	2
Aquamarine Runner-Buffer Food	1
Asst Admin – Banquets	1
Asst Admin – Events	1
Asst Admin - Sales and Marketing	1
Asst Dir-Revenue Management	1
Asst Mgr-Facilities/Exhibits	1
Attendant-Laundry	3
Attendant-Locker Room	3
Attendant-Uniform Room	1
Banquet Cook II	3
Banquet Cook III	2
Banquet Supervisor-Cook	1
Banquet Supv Steward	2
Beech Cook I	1
Beech Cook II	1
Beech Stewards	1
Bull & Bear Server-Food	1
Bull & Bear Stewards	1
Bull & Bear Supervisor - Restaurant	1
Carpenter	2
Chef Banquet	2
Chef-Pastry Jr.	1
Clerk-Food Storeroom	1
Clerk-Lost & Found	1
Communications Operator	8
Coordinator-Human Resources	1
Coordinator-Reservations	1
Engineer	3
Harvest Cashier-Food & Beverage	1
Harvest -Cook II	1
Harvest Host/Hostess	2
Harvest Server-Food	1
Harvest Stewards	1
Harvest Supervisor-Cook	1
Harvest Supv Steward	1

Hilton Agent-Guest Service	2
Hilton Attendant-Coffee Bar	1
Hilton Attendant-Room	8
Hilton Bell Desk Manager	1
Hilton Bellperson	2
Hilton Dir-Front Office Operations	1
Hilton Supervisor-Housekeeping	1
Houseperson-Banquet	3
In Room Dining Server	3
La Luce Manager	1
Mgr-Event	1
Mgr-Facilities And Exhibits	1
Mgr-Marketing	1
Mgr-Reservations	1
Mgr-Sales	3
Mgr-Stewarding	1
Mgr-Storeroom	1
Operations Analyst	1
Oscar's Chef-Restaurant	1
Oscar's Manager	1
Oscar's Server-Food	1
Oscar's Stewards	1
Pastry -Cook II	2
Pastry Cook III	2
PBX Operator Night	1
Peacock Alley Manager	1
Peacock Server-Beverage	1
Porter-Banquet	3
Property Operations Storeroom Clerk	1
Receptionist/Salon/Spa/HC	2
Room Service Server	3
Security Officer G&A	1
Sr Mgr Events	1
Supervisor-Communications	3
Supervisor-Receiving	1
Team Member Restaurant Executive Restaurant Chef	1
Team Member Restaurant Stewards	1
Technician-Telephone	1
Waldorf Agent-Guest Service	2
Waldorf Attendant-Room	4
Waldorf Supervisor-Front Desk	1
Waldorf Supervisor-Housekeeping	1
Zeta Chef-Restaurant	1
Zeta Manager	1

Thank you!

Julie

Julie Lawrence, PHR, SHRM-CP

Complex Director of Human Resources

HILTON ORLANDO BONNET CREEK & WALDORF ASTORIA ORLANDO

Official Walt Disney World® Hotel

t: +1 407 597 3850 | m: +1 407 457 8107

hiltonbonnetcreek.com | waldorfastoriaorlando.com